



COMMAND, CONTROL,
COMMUNICATIONS, AND
INTELLIGENCE

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000**

April 2, 1999

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTOR OF THE DoD FIELD ACTIVITIES**

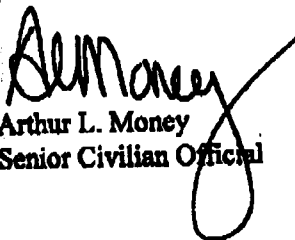
**SUBJECT: DoD Enterprise Document and Records Management Initiative – Developing a
Department-wide Strategy for Electronic Records**

Effective document and records management has become a critical issue for the federal government, and the problem continues to grow each day. Deficiencies in existing records management are creating excessive financial burdens for agencies as well as keeping agencies from performing at the level of proficiency required to fulfill their missions and their legal responsibility to make records accessible to the public. This crisis in government records management is due in large part to the impact of the digital information revolution, pending legislation, Executive Order 12958 for declassification of records, public access to records required by the Freedom of Information Act, and the sheer volume of records maintained by the federal government.

To this end, I have asked Dr. Marvin Langston, my Deputy Chief Information Officer (CIO), to convene a DoD Enterprise Document and Records Management (EDRM) Integrated Product Team (IPT) to lay out a records management roadmap for the Department. This roadmap will identify requirements, timelines, and plans of action to implement document and records management across the department. In addition, this initiative will help determine how the Digital Information Technology Testbed may be applied to satisfy the department's overall requirements for automated storage and retrieval of records. We intend to kick off this initiative in April 1999, in collaboration with the DoD Components.



Accordingly, you are requested to designate, by April 12, 1999, a representative to participate in the EDRM IPT. Representatives should be identified by name, rank/grade, phone, fax, and e-mail address, to Mr. Burt Newlin, Information Integration and Interoperability Directorate, phone: (703) 607-0244, (DSN: 327-0244), e-mail: burt.newlin@osd.mil, or Ms. Kathy Superczynski, phone (703) 607-0233, e-mail: kathy.superczynski@osd.mil. The initial session of the EDRM IPT will be held on April 23, 1999, 1300-1700, Room 1E801 #4.


Arthur L. Money
Senior Civilian Official

Attachment:
As stated

cc:

Chief Information Officers of the Military Departments
Chief Information Officers of the Defense Agencies
Director, Information Systems for C4, U.S. Army
Director, Space Information Warfare, C2, U.S. Navy
Director, C4I, U.S. Marine Corps
Director, C4, Joint Staff
Assistant Chief Of Staff, Systems for C3C, U.S. Air Force